

From: School Finance [drosenthal@mt.gov]
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To: OPI Staff
Subject: June 2011 School Finance Newsletter

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Montana
Office of Public Instruction
Denise Juneau, State Superintendent

School Finance



SB329 One-Time Transfer from the General Fund

Senate Bill 329 (SB329) was passed in the 2011 legislative session. Section 7 of the bill contains a provision that allows a school district to transfer money in the General Fund to any other budgeted fund of the district under certain conditions.

SB329, Section 7 amends 20-9-104, MCA by adding subsection (9) which states, "Prior to June 30, 2011, a school district may transfer any general fund money in excess of 15% of the fiscal year 2011 general fund budget that is not needed to fund the budget to any budgeted fund considered appropriate by the trustees."

OPI recommends that a school district considering this one-time transfer follow these steps:

1. Calculate 15% of the FY2010-11 adopted General Fund Budget.
2. Estimate the fund balance as of June 30, 2011 for the General Fund (01). You may want to use the spreadsheet posted on the OPI website at: [CLICK HERE](#) for this purpose.
3. If the amount calculated in 2 is greater than the amount calculated in 1, the excess may be transferred to any budgeted fund or funds, at the discretion of the trustees. For example, a district with a FY2010-11 General Fund Budget of \$1 million could transfer any ending fund balance in excess of \$150,000 to any budgeted fund. If a district projects the June 30, 2011 fund balance to be \$175,000, it could transfer up to \$25,000 to any budgeted fund(s).
4. The transfer must be made prior to June 30, 2011. The district should write a letter to OPI and the County Treasurer noting the following information:
 1. Refer to the transfer as "SB329 One-Time Transfer"
 2. Identify the amount that was transferred.
 3. Identify the budgeted fund or funds to which the money was transferred. Be sure to identify the amount transferred to each fund.

SB329 is located on the internet at this link: [CLICK HERE](#). Section 7 begins on page

10 of this document.

For more information, contact Denise Ulberg, (406) 444-1960 or dulberg@mt.gov

FY2010-11 Second Semester Transportation Payments

The payment for FY2010-11 second semester transportation claims will be made on June 25, 2011. Payment will be generated only on those bus routes where all documents are current and up-to-date in the transportation system. Please be sure to update all driver certificates (TR-35) that might expire during the second semester period. Bus inspections (TR-13) for the second semester must have been completed by January 31, 2011 and entered into the transportation program.

FY2010-11 claims for reimbursement (TR-5 and TR-6) submitted between May 25 submission deadline and June 30, 2011 will be paid in September 2011.

For more information, contact Donell Rosenthal, (406) 444-3024 or drosenthal@mt.gov

Pupil Transportation Information Roll Over into FY2011-12

School districts that are interested in planning their transportation budget for FY2011-12 can roll forward the bus routes and individual contracts to the next year in the Pupil Transportation program. Instructions are posted on the OPI website at the following links:

Bus routes: [CLICK HERE](#)

Individual contracts: [CLICK HERE](#)

The Transportation Budgeting Spreadsheet is available on the OPI website at this link: [CLICK HERE](#)

For more information, contact Donell Rosenthal, (406) 444-3024 or drosenthal@mt.gov

June 2011 MAPT Bus Driver Conference

The Montana Association for Pupil Transportation (MAPT) will hold its annual conference in Great Falls at the Heritage Inn, 1700 Fox Farm Road, on June 22 – 24. Registration materials, a preliminary agenda and lodging information are available on

the Pupil Transportation web page at: [CLICK HERE](#)

For more information, contact Donell Rosenthal, (406) 444-3024 or drosenthal@mt.gov

Bus Driver Training Opportunities

The Montana Behavior Initiative (MBI) is offering *Behavior Management through the Rear View Mirror* at its Summer Institute at the Montana State University campus in Bozeman on Thursday, June 23, 8:30 a.m. to 4:00 p.m. Registration information is posted on the OPI website at this link: [CLICK HERE](#)

For more information, contact Marcy Otten, (406) 243-2262 or marcy.otten@montana.edu

Harlow's School Bus Service has scheduled a 10-hour training day in Kalispell at the Hampton Inn, 1140 Highway 2 West, on August 1, 7:30 a.m. to 5:30 p.m. Cost is \$40 per person and includes lunch.

For more information, contact Sandy Evenson, (406) 755-4272 or harlowssandy@centurytel.net

MASBO 2011 Summer Conference and New Clerks Academy

The Montana Association of School Business Officials (MASBO) will hold its 2011 Summer Conference and New Clerks Academy in Billings at the Holiday Inn Grand Montana, 5500 Midland Road, June 20-24. The New Clerks Academy will be held June 20 and 21. The Summer Conference will be held June 22, 23 and 24. The New Clerks Academy offers two days of valuable information for staff new to the school business office. The Summer Conference is an opportunity to attend quality training focused on school business operations, including payroll, accounting and budgeting. Both events are excellent ways to network with district clerks and business managers from across the state.

Online registration is available at this link: [CLICK HERE](#)

For more information, contact Lynda Brannon, MASBO Executive Director, (406) 442-5599 or lbrannon@masbo.com

2011 Summer Budgeting and Accounting Workshops

The OPI will host free regional workshops on school finance, budgeting and accounting. The workshops will focus on an update of the 2011 legislative session, new OPI communications server and common log-in to online programs, and a review of importing enrollment information AIM into MAEFAIRS.

The workshops will be held at the following locations:

July 12 in Missoula
July 13 in Kalispell
July 14 in Great Falls
July 19 in Sidney
July 20 in Miles City
July 21 in Billings
July 22 in Bozeman

The Online registration and an agenda is located at: [CLICK HERE](#)

For more information, contact Brenda Thomas, (406) 444-4524 or bthomas@mt.gov

FY2009-10 Audits and Financial Reviews Due June 30, 2011

In accordance with 2-7-503, Montana Code Annotated (MCA), a school district that receives \$500,000 or more of total revenues in all funds is required to have an audit. A school district with less than \$500,000 of total revenues in all funds must have a financial review once every four years as requested by the Office of Public Instruction and the Department of Administration, Local Government Services Bureau. A school district that spends \$500,000 or more in federal expenditures is required to have an A-133 federal audit.

A-133 audits for FY2009-10 were due March 31, 2011. All other audits and financial reviews for FY2009-10 are due June 30, 2011.

For more information, contact Rebecca Phillips, (406) 444-0783 or rphillips2@mt.gov

Grant Deadlines for June 30, 2011

The following grants end June 30, 2011:

- Adult Basic and Literacy Education
- ABLE Incentive Grant – WIA
- English Language Civics – ABLE
- Carl Perkins
- ESEA Title IV, Part B, 21st Century Community Learning Centers

- IDEA Part B, Students with Disabilities
- IDEA Preschool
- Learn and Serve
- Gifted and Talented
- Services for Significant Needs Students
- State Adult Education
- Indian Education for All (state-funded; project number XXXXXX4611 using revenue source code 3290 and expenditure program code 329)

Two payments will be made in June to accommodate year-end accounting. Cash requests submitted and approved by May 25 will be paid on June 10. Cash requests submitted and approved between May 26 and June 21 will be paid on June 23. There will be no payment on July 10.

Budget amendments must be submitted by June 1. Final Expenditure Reports are due August 10. Districts must have one approved cash request before a Final Expenditure Report can be submitted in the E-Grants system.

Questions? Click on <http://opi.mt.gov/Finance&Grants/egrants> , then click on the Contact button to expand the page for OPI program and accounting staff contact information.

For more information, contact Kellee English, (406) 444-7841 or kenglish@mt.gov

Year-End Procedures for ARRA Grants

The grant period for the ARRA grants is July 1, 2009 – September 30, 2011. Districts were not required to complete a FY2010-11 ARRA application; however, a Final Expenditure Report is required for the following grants November 10, 2011:

- ARRA IDEA-B
- ARRA IDEA-Preschool
- ARRA Title I
- ARRA Title I Schoolwide

For more information, contact Kellee English, (406) 444-7841 or kenglish@mt.gov

FY2011-12 E-Grants System Applications

The FY2011-12 grant applications will be available on the E-Grants system on or about June 13, 2011 for the following programs:

- ESEA/NCLB Consolidated (Title IA, Title IIA, Title IID (carryover), Title III, and Title VIB RLIS)
- IDEA Consolidated (Part B and Preschool)

- Carl Perkins
- Gifted and Talented
- McKinney-Vento Homeless (NEW on E-Grants for FY2011-12)

OPI will send an official announcement when the applications are open. In preparation, please remember to complete the E-Grants Security form, available at the following link, if there are changes in staff that have or need access to E-Grants.

[CLICK HERE](#)

Applications will be due September 15, 2011.

The OPI will be holding E-Grants system work sessions at several locations throughout the state during July 11 – 22. On-line registration is available at: [CLICK HERE](#)

For more information, contact Kellee English, (406) 444-7841 or kenglish@mt.gov

National School Lunch and Breakfast Program Timelines

Schools seeking reimbursement for National School Lunch and Breakfast Program meals must submit a claim to the OPI School Nutrition Program by June 18.

School Nutrition Programs will post new free and reduced price meal application materials on the OPI website on July 1. Please look for this information when updating forms for the FY2011-12 school year.

For more information, contact Alie Wolf, (406) 444-2501 or AlieW@mt.gov

AIM End of Year Collection Ends June 17, 2011

The AIM End of Year Collection began on May 16, 2011 and ends June 17, 2011. This collection includes multiple components: finalize student enrollment data for the current year, enter graduation information, configure calendars for the 2011-12 year, and rolling enrollment records into the 2011-12 year.

Detailed instructions for completing the End of Year Collection can be found at this link: [CLICK HERE](#)

Questions about the End of Year Collection should be directed to the AIM Helpdesk at 1-877-424-6681 or opiainhelp@mt.gov

For more information, contact Sara Loewen, (406) 444-3494 or sloewen@mt.gov

Traffic Education Reporting Now Online

OPI has launched a new traffic education (TE) web application which can be accessed by clicking on this link: [CLICK HERE](#). School districts, traffic education teachers and authorized staff can request an account to access these traffic education online reports:

TE01 Program Application- Due August 1 or before TE program begins

TE06 Year End Report – Due before July 10 with program and budget information for annual August TE reimbursement

A user name and password is needed to enter these TE reports. Please send an email to Fran Penner-Ray fpenner-ray@mt.gov to set up your TE account. Include your name, phone number, fax number, school district and the TE reports you will be responsible for. MAEFAIRS and Pupil Transportation users will use their existing login name and password to log in to the Traffic Education program once OPI assigns the roles needed for TE data entry and reports. We hope this will simplify reporting for schools.

For more information, contact [Fran Penner-Ray](#), 406-444-4432

Useful Links

ARRA Quarterly Reporting, Accounting Guidance and Other Resources
<http://www.opi.mt.gov/Finance&Grants/SchoolFinance/Index.html>

State Entitlement Payments to Schools
http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_9

School Accounting
http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_3

Forms and Publications & Tuition
http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_10

Pupil Transportation
http://www.opi.mt.gov/Programs/SchoolPrograms/Pupil_Transportation/index.html

Student Count for ANB
http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_8

Audit Information
http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_4

School Finance Division

Nica Merala nmerala@mt.gov

Kathleen Wanner kwanner@mt.gov

Janelle Mickelson jmickelson@mt.gov

Denise Ulberg dulberg@mt.gov

Rebecca Phillips rphillips2@mt.gov

Donell Rosenthal drosenthal@mt.gov

Paul Taylor ptaylor2@mt.gov

Brenda Thomas bthomas@mt.gov

About Our Division "The Montana Office of Public Instruction provides vision, advocacy, support and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities."

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Montana Office of Public Instruction, Official E-Mail
P.O. Box 202501, Helena, Montana 50620-2501

Montana Office of Public Instruction Denise Juneau, Superintendent